

27 May 1968

S C O P E O F S E R V I C E S

Feasibility Study for Proposed Expansion of Records
Facility, [REDACTED]

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1. Perform engineering studies and field surveys as required, and prepare a feasibility study for a proposed expansion program at the Records Facilities, [REDACTED] The feasibility study should present results of a detailed investigation and an evaluation of the various means available for expansion of the Records Facilities. The study should be of sufficient detail to enable the using activity to prepare a scope for design and construction of the selected program. Specifically, the Architect-Engineer shall:

a. Conduct a comprehensive investigation of the following proposals for increasing the capacity for records management:

(1) New Wing Expansion. Determine the feasibility of adding a new wing to the existing structure.

(2) Upper Floor Expansion. Determine the feasibility of adding an additional floor to the existing structure.

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(3) New Land Procurement. Investigate the feasibility of utilizing land adjacent to the [REDACTED] (land parcel to be identified by the government) for new construction. This concept should include the possibility of connecting the new and old structures by tunnel.

(4) Remote Location Site. Investigate the feasibility of constructing a new facility [REDACTED] to service certain functions of the Records Facilities.

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(5) Other Methods. Investigate any other alternative for expansion that may develop during the course of this study.

b. For each of the above listed alternates, prepare a budget level cost estimate for design and construction of the expansion.

c. Discuss the relative advantages and dis-advantages for each of the alternates.

d. Prepare schematic drawings or sketches, as required, for each of the alternates.

e. Locate and identify all underground cables, power lines, water service and other utilities. Study the existing capacity of all utilities, and include cost of improvements where required.

2. The below listed tabulation is for use by the Architect-Engineer:

a. Estimated Space Requirements:

(1) General Records Area. Approximately 30,000 square feet are required for general records. Design shall be predicated on the existing center rack height of 10 standard one cubic foot boxes. Configuration of shelf racks should be similar to the existing racks.

(2) Research and Archives Area. Provide approximately 1000 square feet of research and archives area, which includes five work cubicles plus equipment.

(3) Vital Records. Provide approximately 10,000 square feet

for vital records storage. This space should be sub-basement type of area and should be reinforced concrete construction.

(4) Processing Space. Processing space (office space) and mechanical equipment rooms should be included in the overall space requirement noted in item (1) above.

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(5) Contingency Planning Space. The existing records center provides ☐ emergency desk spaces for use during emergency operations. The center expansion should provide space for ☐ additional persons on the emergency planning staff. In the event sufficient aisle space is not available, building space shall be designated. If additional building space is required, it shall be in addition to floor space allocations listed above. For information, the "vital records" area indicated in (3) above is used during emergency operations by the emergency customers. Access should be considered in the building planning.

(6) Classified Records Holding Room. A room, approximately 100 square feet should be provided for classified records holding. Some of this material is burned from time to time, and its location should be coordinated with the incinerator access. This space is in addition to other spaces noted above.

(7) Warehouse Storage Space. A room approximately 300 square feet should be provided for storage of pallets, empty boxes, carts etc. The space should be within the vault area, and adjacent to the processing area. This space is in addition to other spaces noted above.

b. General Requirements. The following items shall be considered in all plans developed:

(1) In the event of vertical expansion, or multi-story structure, a personnel elevator should be included.

(2) In the event of relocation of existing processing space in any plan, an additional freight elevator may be required.

(3) The loading ramp is to be protected from the weather. If retained, the existing roof is not wide enough and should be improved. If new ramp is provided, a larger roof overhang is desired.

(4) A public address system is to be provided and tied to the existing system.

(5) Provide janitor space.

(6) Provide toilet facilities for the emergency planning staff.

(7) Provide new incinerator in event of new building location. Incinerator at present site is considered satisfactory for area expansion.

(8) Telephone and communications conduit systems should be provided in connection with the emergency planning staff. All positions to be serviced.

(9) Any new construction at a remote location shall incorporate all features of the existing facility such as processing space, classified records holding area, equipment and supply areas,

research space, emergency planning staff, etc.

(10) The building design shall be predicated on holding year round temperature throughout the building of 72 degrees at 50% relative humidity. No stand-by air conditioning, heating, or humidity control is required, as the facility can tolerate emergency shut-down of such equipment for repairs.

(11) Provide equipment and conduit for security and fire alarm systems.

c. Future Expansion. The feasibility study should contemplate further expansion of facilities within a few years. Space reservation for such further expansion should be made at this time. For information, 30,000 square feet of basic building will provide 60,000 cubic feet of records boxes. The records facility presently accumulates approximately 10,000 cubic feet of material annually.

d. Washington National Records Center. The architect-engineer should include a visit to the Washington National Records Center, Suitland, Maryland to observe the latest developments in records center construction. Monetary savings developed at the center should be considered where feasible for this project considering security and operational requirements. STATINTL

f. Existing Facility. The existing record facility was constructed in 1954 at a total cost of \$245,675.07. It was expanded once in 1956 at

a cost of \$416,442.69. Copies of the existing plans will be made available to the Architect-Engineer [REDACTED]

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the Records Facility officials. Requests for appointments or any contact with the Records Facility will be handled through [REDACTED]

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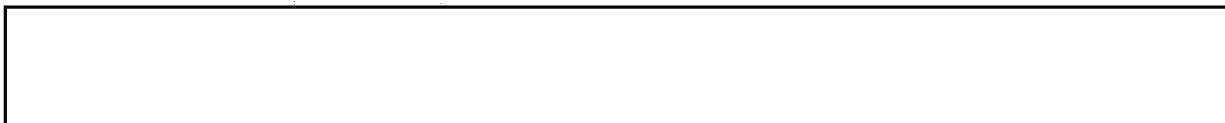
h. Air Conditioning. The new building or additions thereto will be provided with air conditioning and humidity controls. The existing installation shall be utilized as a guide.

i. Vault Design. The new building or addition shall be designed as a vault, the mechanical and equipment areas excepted. The mechanical equipment room shall be completely isolated from the records area, and an outside door provided. All openings into the structure, including those for utilities access, shall be considered for vault design.

j. Security Requirements. The Architect-Engineer shall comply with such security requirements and procedures as may be established by the Security Officer, [REDACTED] and the Records Management Staff. Access ^{to} the Records Facility will be controlled at all times, and in many instances access will be limited to those hours outside of normal working hours. The Security Officer will provide detailed guidance on design of the vault access openings, security alarm systems etc. Such guidance will be in the form of drawings showing desired details.

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3. Prepare and submit a report, including the pertinent drawings and tabulations developed. A specific recommendation is desired for the most feasible solution to expansion, considering all factors such as cost, management of the Records Facility, personnel staffing, space available, future expansion, utilities availability etc. STATINTL



b. This report shall be completed by October 1, 1968.